

**QUALIFICATION CODE:**

HLT37315

**QUALIFICATION NAME:**

Certificate III in Health Administration

**AVAILABLE OPTIONS TO COMPLETE THIS COURSE?**

Classroom – Study | Online | RPL | Credit Transfer

**OFFERED BY**

RTO: 21244 | 45379 | 45282 | 41442 & Other Affiliated Institutions

## **Why Study the HLT37315 – Certificate III in Health Administration?**

The HLT37315 Certificate III in Health Administration prioritizes practical skills and relevant contexts, ensuring students are highly skilled and prepared to meet industry standards. Completing the program provides immediately applicable skills and fosters diverse thinking. Developed by industry specialists and endorsed by sector bodies, this certificate equips individuals with practical knowledge to excel in organizations of varying sizes within the industry. In today's job market, experience alone is insufficient; employers seek evidence of professional proficiency through current formal qualifications.

## **Get your Skills Recognised**

This certification signifies the role of Administrative staff within the healthcare sector. These individuals follow established protocols and procedures, taking ownership of their tasks with general oversight. They utilize a combination of communication, customer service, and practical

skills, applying attentiveness and judgement to adapt and apply their expertise across various scenarios.

## What Evidence Do You Need?

When applying for Recognition of Prior Learning (RPL), it is important to provide a range of evidence to assist your assessor in determining your qualifications. This evidence may include documentation of qualifications obtained overseas.

- ID Resume Payslips/work contract/ABN if independently employed Letter of Employment Current business contracts Letters of reference.
- Recordings or photographs of your work.
- Transcripts or evaluations from related past capabilities.
- Apprenticeship papers.
- Booking sheets/appointment setting sheets
- Statements/solicitations and stock requests Temperature sheets.
- Preparation sheets
- Cleaning plans Kitchen station task list OHS necessities Approaches and methodology Nourishment administration wellbeing structures
- Menus and plans etc asked or required by the RTO

If you want to Study then the enrolment documentation checklist needs to be completed. Documents such as ID, Academic Documents, Resume or any other documents asked by the RTO/College must be submitted. You can submit directly or provide to EZY Study Abroad to submit on your behalf to complete your enrolment if you decide to pursue it.

# What are the Job Opportunities?

For a student, it is crucial to know the occupation he/she will be eligible for once they finish a qualification successfully. If you complete this qualification, you will be able to work in this role.

- Administrative Worker/Assistant
- Admission Clerk
- Medical Receptionist
- Clinical Coding Clerk
- Ward Clerk
- Patient Coordinator

## Packaging Rules

Total number of units = 13

- 5 core units
- 8 elective units, consisting of:
  - at least 3 units from the Administration group below
  - up to 5 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome.

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Core units	
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS001	Participate in workplace health and safety

BSBMED301	Interpret and apply medical terminology appropriately
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Elective units	
Administration	
HLTADM005	Produce coded clinical data
BSBFIA301	Maintain financial records
BSBFIA303	Process accounts payable and receivable
BSBFLM305	Support operational plan
BSBFLM309	Support continuous improvement systems and processes
BSBINM301	Organise workplace information
BSBINM401	Implement workplace information system
BSBINN201	Contribute to workplace innovation
BSBITU306	Design and produce business documents
BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patient records
BSBRKG301	Control records

BSBRKG303	Retrieve information from records
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Other electives	
CHCCCS020	Respond effectively to behaviours of concern
CHCCOM001	Provide first point of contact
HLTAID011	Provide first aid
BSBCUS301	Deliver and monitor a service to customers